NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 16 December 2014

Present
Andrew Dillon  Chief Executive
Gillian Leng  Director – Centre for Health and Social Care
Carole Longson  Director – Centre for Health Technology Evaluation
Ben Bennett  Director – Business Planning and Resources
Alexia Tonnel  Director – Evidence Resources
Mike Kelly  Director – Centre for Public Health
Jane Gizbert  Director – Communications
Mark Baker  Director – Centre for Clinical Practice

In attendance
Alana Christopher  Associate Director – Corporate Office
Danielle Mason  Communications Executive (item 6.2 only)

Apologies
1. None.

Freedom of Information and Publication Scheme
2. Final documents will be made available on the NICE website in accordance with the Publication Scheme, subject to the redaction of exempt material.

Note of the previous meeting
3. The second bullet point in paragraph 23 should be amended to include all NICE guidelines. With these amendments the minutes were agreed as correct record.

Matters arising
4. All other actions are in hand.

Recruitment and selection to advisory bodies policy and procedure
5. Alana Christopher presented the revised policy, the main changes and issues for SMT consideration. She noted that the review had highlighted the inconsistencies in the application of the policy by recruiting teams. In particular, she drew the meeting’s attention to the inconsistent approaches to references, interviewing members, including lay members, and the appointment of vice chairs.

6. Directors agreed that it is good practice to interview all suitable candidates before an appointment is made. SMT agreed that the policy should be amended to state that candidates will normally be interviewed.

7. SMT approved the proposal for appointment of vice chairs.

8. SMT agreed that references should be received before confirming appointments. Alana explained that PIP had advised that requesting references from lay members may be off-putting for people who are not working or who may not be used to providing them. SMT nevertheless felt that it was important to receive a reference before appointment.
9. SMT considered the equality and diversity ambitions in the policy and agreed it is important to have the statement. It was noted that improving the diversity of NICE committees will be explored further at the next equality forum.

10. The scope of the policy will be amended to be applicable to staff involved in recruitment.

11. SMT also considered the criteria for disqualification and its status. Alana Christopher was asked to check the current position against the latest Cabinet Office guidance

ACTION: AC

NICE annual conference 2015

12. Danielle Mason presented the draft programme which will be launched in January 2015. It was noted that there may be changes to the programme.

13. SMT commented on the programme, including the suggestion to feature health, public health and social care activities in Liverpool, greater focus on public health and social care in the plenaries and ensuring that David Haslam’s opening remarks acknowledge the challenging financial times that NICE, and the communities it supports, will be operating in in 2015 and beyond.

14. SMT members were asked to submit further comments to Danielle. The final programme will be submitted to SMT for sign off before launch.

ACTION: DM

Triennial review

15. SMT noted that interviews with directors and non-executives continue. Alana Christopher reported that the first DH led workshop had been. Feedback received had been positive.

Weekly staff SMT updates

16. SMT agreed the staff updates.

ACTION: AC

Any other business

17. Carole Longson reported that she had been approached by the Office of Life Sciences (OLS) to second a member NICE staff, with experience of working with the life sciences industries, to the OLS to support their life sciences review. It was noted that the secondment will be for six months and will need to be funded by NICE. SMT was supportive of the proposal and acknowledged that it was important for NICE to be involved in the review. It was agreed that NICE will fund the secondment.